



DRDP Online 2025 Tip Sheet

Adding Sites and Users in DRDP Online for Administrators

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### 1. Administrator Roles

To add sites, users need one of the following administrative roles: Agency Administrator, Data Entry/Analyst, Lead Agency Administrator, Family Childcare Provider, or Head Start Grantee Admin.

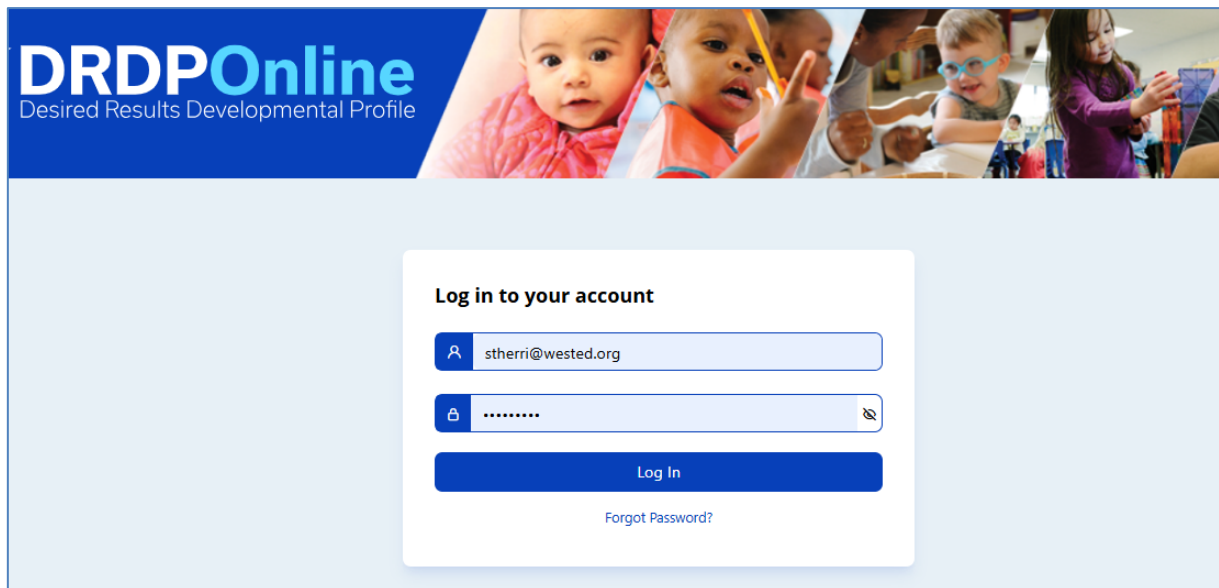
### 2. Getting Started

#### 2.1. DRDP Online Login

1. Go to the DRDP Online system.
2. Enter your **username**. (This is your complete email address, e.g., jsmith@school.net)
3. Enter your **password**.

**Note:** If you forget your password, select **Forgot Password** under the login button (see Figure 2.1-1). After verifying your email address, the system will email you a link to reset your password.) Create a new password using these requirements:

- Eight characters long
- Upper- and lower-case letters
- Numbers, symbols, or special characters (@,\$,%,\*,!,)



**Figure 2.1-1: DRDP Online Login Screen**

4. Once logged into the DRDP Online site, check that you are assigned to the appropriate site(s). Select the arrow to the right of your name at the top of the screen to view a list of all the sites you are assigned to (Figure 2.1-2 below).

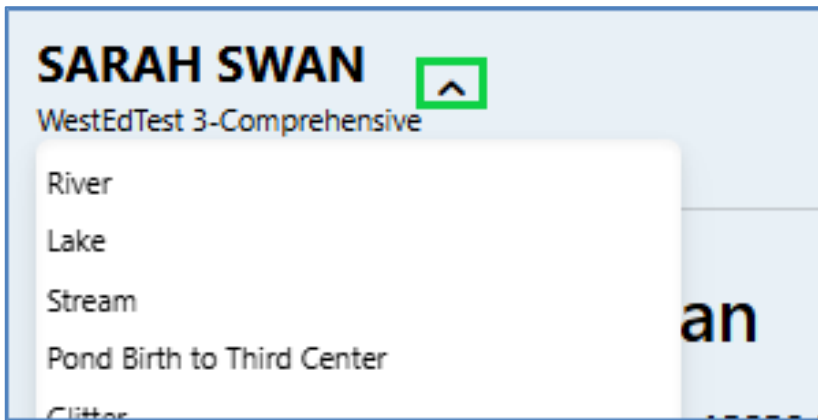


Figure 2.1-2: Assigned Sites

### 2.2. User Profile

1. Select **User Profile** in the upper right corner (*Figure 2.2-1*).

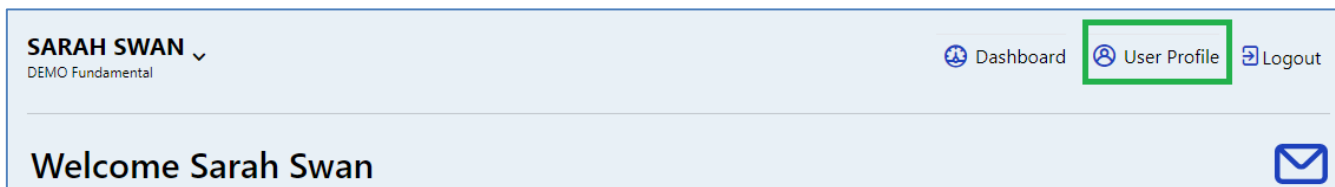


Figure 2.2-1: User Profile Tab on DRDP Online Welcome

2. Use the blue **Edit Profile** button to make any necessary changes (*Figure 2.2-2*).

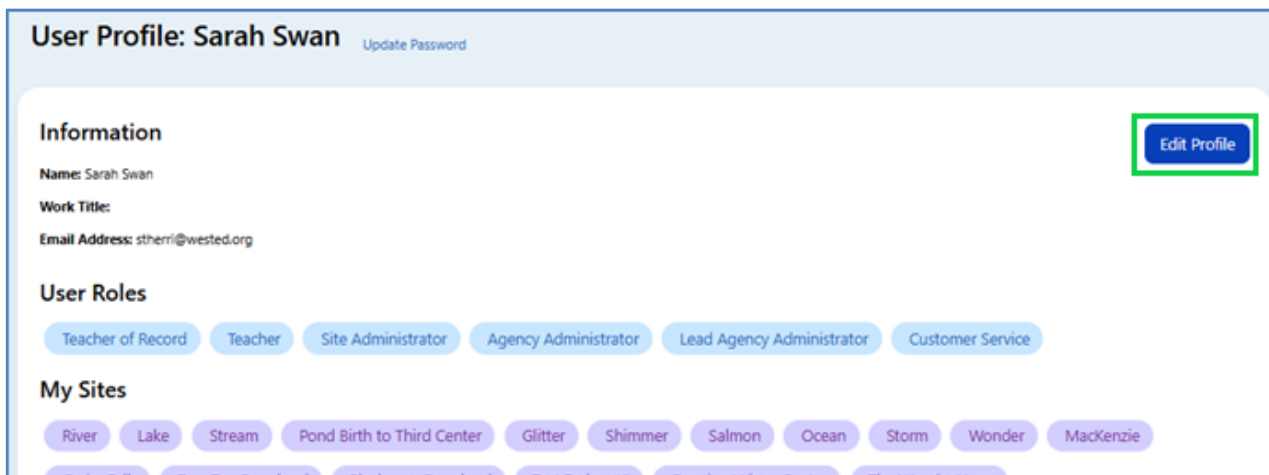
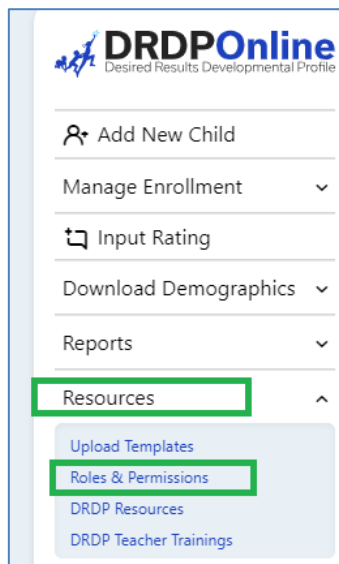


Figure 2.2-2: User Profile Screen

### 2.3. Roles and Permissions Document

For more details about roles and permissions, as well as specific information on each role, refer to [DRDP Roles and Permissions](#). This document is also accessible by selecting **Resources** from the left navigation menu and then selecting **Roles & Permissions** (*Figure 2.3-1*).

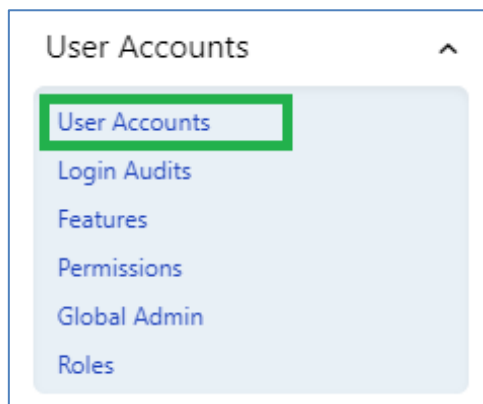


**Figure 2.3-1: Roles and Permissions Document**

### 3. Adding Users

#### 3.1. Check for Current Users

3. In the left-hand navigation menu, select the User Accounts option to expand the menu. Then, select **User Accounts** to review your current users (*Figure 3.1-1*).



**Figure 3.1-1: User Accounts**

4. On the **User Account** page, search for users by name or email, or use the drop-down boxes to filter by **Sites**, **Status**, and **Roles** (*Figure 3.1-2 below*).

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**User Account** + Add New User

**Search by:** Name or Email

**State:** California

**Agency:** WestEdTest 3-Comprehe...

**Site:** Selected Site: 2

**Status:** Selected Status: 2

**Role:** Selected Role: 5

**Search** **Clear**

| First Name | Last Name | Email           | Roles                                                   | Account Status | Preview | Edit |
|------------|-----------|-----------------|---------------------------------------------------------|----------------|---------|------|
| Bill       | Bean      | bbean@gmail.com | Teacher, Teacher of Record, Teacher of Record Enroll... | Active         |         |      |

**Figure 3.1-2 Search User Account**

- After making your selections, select the blue **Search** button. The list of users matching your criteria will be displayed. As the administrator, you can view and edit users by selecting the icons to the right of the user's name.
- Use the pencil icon (*Figure 3.1-2*) to edit user details and assign roles. (Users can have more than one role.) Scroll down to view all the fields before selecting **Save** (*Figure 3.1-3*).

**Editing Bill Bean**

**Work Title**  
Work Title

**First Name \***  
Bill

**M.I.**  
M.I.

**Last Name \***  
Bean

**Account Email \***  
bbean@gmail.com

**Suffix**  
Select Suffix

**Account Created**  
Jul 8, 2025, 6:07:39 AM

**Last Login**

**Status \***  
Active

**Account Status Modified Date**  
Jul 8, 2025, 6:07:39 AM

**Account Status Modified By**  
Julie Kallenbach

**Password Status**  
Last Changed On:

Users must be tied to at least one agency, one region, or one county.

**State \***  
California

**Region**  
Select Region

**County**  
Select County

**Agency**  
WestEdTest 3-Comprehensive

**Cancel** **Save**

**Figure 3.1-3 Edit User Window**

- You cannot add a **User Role** for yourself or others with more privileges than you currently have. For example, a site administrator role cannot be advanced to an agency

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administrator role (*Figure 3.1-4*). Refer to [DRDP Roles and Permissions](#) for details about user roles and permissions.

The user must be assigned a role to access the DRDP Online site.

The screenshot shows a web interface titled "Editing Bill Bean". A green box highlights the "Roles" tab, which has a red asterisk. Below the tab, there are four sections of roles, each with a list of checkboxes:

- User Roles**
  - ☐ Coach
  - ☐ Special Ed Provider ⓘ
  - ☒ Teacher
  - ☒ Teacher of Record
- Enrollment User**
  - ☒ Teacher of Record Enrollment
- Administrator Roles**
  - ☐ Agency Administrator
  - ☐ Data Entry/Analyst
  - ☐ Site Administrator
- Lead Admin Roles**
  - ☐ Family Childcare Provider
  - ☐ Head Start Grantee Admin ⓘ
  - ☐ Lead Agency Administrator
  - ☐ State Preschool Contractor Admin ⓘ

**Figure 3.1-4: Editing Roles Window**

8. Follow the same steps to check that any teachers within your agency and site(s) have user accounts and are assigned to the appropriate site(s).

### 3.2. Add Users

1. When adding a new user, navigate to the **User Account** page and select the blue tab at the top, **+ Add New User**.

The screenshot shows the "User Account" page. At the top, there is a header bar with the user's name "SARAH SWAN" and a dropdown arrow, and the text "DEMO Fundamental". To the right of the header are three links: "Dashboard", "User Profile", and "Logout". Below the header, the main content area is titled "User Account". In the bottom right corner of the main content area, there is a blue button with a white plus sign and the text "+ Add New User". A green box highlights this button.

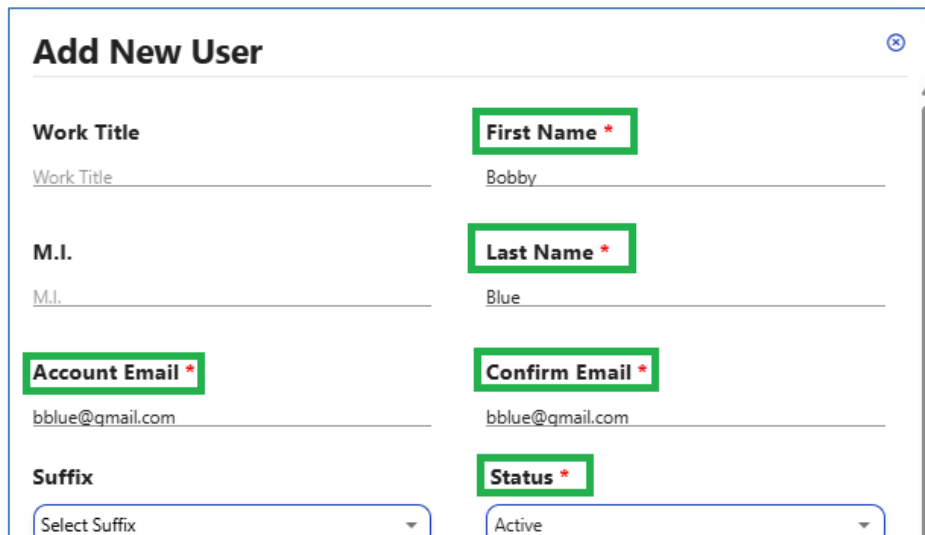
**Figure 3.2-1: User Account/Add New User**

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Users can also be added with an upload template.

2. Complete all required fields marked with a red asterisk (\*).
3. Make sure to scroll down to view all available fields and then **Save** (Figure 3.2-2).

The user must be assigned to a site. If the user is not assigned to a site, they will not have access or be visible to their administrators.



**Add New User**

**Work Title**  
Work Title

**M.I.**  
M.I.

**Account Email \***  
bblue@gmail.com

**Suffix**  
Select Suffix

**First Name \***  
Bobby

**Last Name \***  
Blue

**Confirm Email \***  
bblue@gmail.com

**Status \***  
Active

Figure 3.2-2: Add New User Window with Required Fields

Remember to select the user role(s), as specific permissions are associated with each role. For more information on each role, select **Resources** on the left navigation menu, then choose **Roles & Permissions**.

4. Return to the **User Account** window (Figure 3.2-3) and find the newly added user. Select the pencil icon and assign roles as needed.

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**User Account** + Add New User

**Search by:** Name or Email

**State:** California

**Agency:** WestEdTest 3-Comprehe...

**Site:** Selected Site: 2

**Status:** Selected Status: 2

**Role:** Selected Role: 4 Search Clear

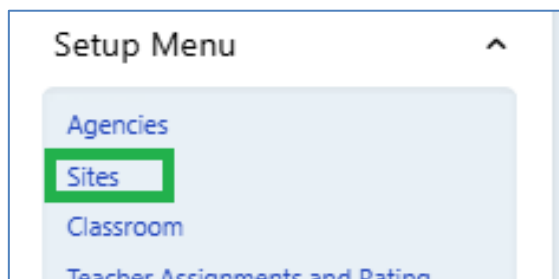
| First Name | Last Name | Email                 | Roles                                                   | Account Status | Preview | Edit |
|------------|-----------|-----------------------|---------------------------------------------------------|----------------|---------|------|
| Alina      | Sanchez   | lluviamos79@gmail.com | Site Administrator                                      | Active         |         |      |
| Bill       | Bean      | bbean@gmail.com       | Teacher, Teacher of Record, Teacher of Record Enroll... | Active         |         |      |
| Blanche    | R         | blanche.r@wested.org  | Teacher, Teacher of Record                              | Active         |         |      |
| Bobby      | Blue      | bblue@gmail.com       | Teacher, Teacher of Record                              | Active         |         |      |

**Figure 3.2-3: Newly Added User with Edit Pencil Icon**

Only Lead Agency Administrators, Family Childcare Providers, and Agency Administrators can move staff from one site to another (and Site Administrators if they are associated with those sites).

## 4. Adding Sites

1. In the left-hand navigation menu, select the **Setup Menu** option to expand the menu. Then, select sites (*Figure 4-1*) to review and add a new site(s).

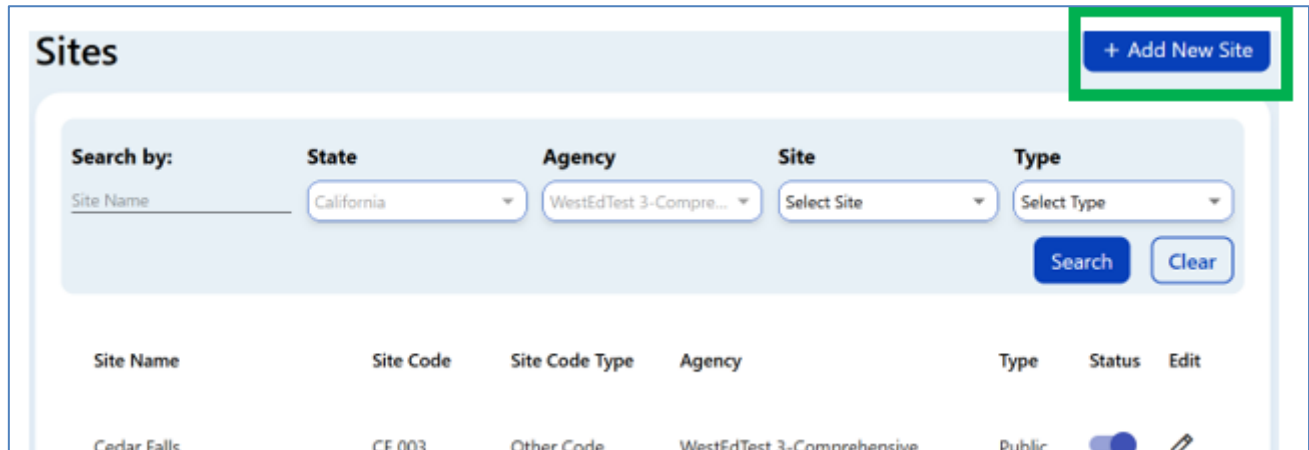


**Figure 4-1: Setup Menu/Sites**

2. On the **Sites** page, you can search for sites by name or use the drop-down boxes to filter by site and program type.

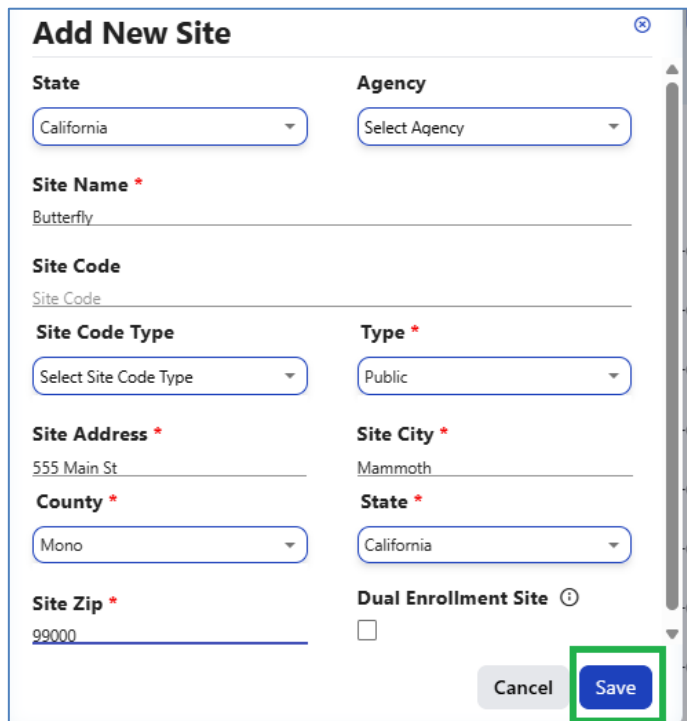
## Adding Sites and Users in DRDP Online for Administrators

3. After making your selections, select the blue **Search** button. The site(s) listed matching your criteria will be displayed. As the administrator, you can edit the site details by using the icons to the right of the site's name.
4. To add additional sites to the system, select the blue **+Add New Site** button on the upper right-hand side (*Figure 4-2*) to input the site information.



**Figure 4-2: Add New Site Button**

5. Complete all required fields marked with a red asterisk (\*).
6. Select **Save** (*Figure 4-3*).



**Figure 4-3: Add New Site Window**

## 5. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email [DRDPOnline@wested.org](mailto:DRDPOnline@wested.org).
- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit [Desired Results for Children and Families/DRDP Online 2025 Resources](#).
- Register for a one-hour [DRDP Online webinar](#) and earn professional development hours.
- Sign up for the [DRDP Online Update](#) weekly email bulletin.
- Subscribe to the [WestEd DRDP Resources](#) YouTube channel.